

# 2

PIN-Ops User Guide

## Entering Data

### *Maritime Cargo*

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#### Introduction

The Cargo screen is used to record information about cargo held for agricultural interest that arrives at ports of entry.

Some work locations will create one cargo record for cargo identified by bill of lading, while others will create a record for each container.

The scope of operational data that can be recorded on the Cargo screen includes the following:

- ◆ All arrivals
- ◆ Results of inspection
- ◆ AQI monitoring
- ◆ Interceptions
- ◆ Pest information
- ◆ Locally defined information

The fields that as a group are unique on the Cargo screen, which prevent duplicating records are as follows:

- ◆ Entry#/Waybill (bill of lading)
- ◆ House waybill
- ◆ Arrival date



The data fields on the Cargo screen not listed in this section of the user guide do not pertain to this pathway.

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## Review Bill of Lading for Items of Agricultural Interest in ATS

### Select Appropriate Filter

### Review Manifest

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## Place a Hold in ATS

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## Enter Preliminary Information for Maritime Cargo

Upon notification of arrival:

1. Create a new record using the Cargo screen.
2. Fill in the **Mandatory Data Fields**.

Refer to **Figure 2-7-1**.

For work locations that use ATS to hold and release maritime cargo, go to **Retrieving ATS Data** to retrieve preliminary information from ATS along with filling the mandatory data fields.

3. Save the record for tracking and reporting purposes.

4. The other data fields covering national and local reporting needs can be filled now or after inspection.
  - A. **Pathway Data Fields**
  - B. **Local Data Fields**
  - C. **Broker Tab**
  - D. **Containers Tab**
  - E. **Items Tab**

### Retrieving ATS Data

1. Make sure you can access ATS and see records before retrieving data.
2. Type **exactly as it is in the ATS database**:
  - A. Work unit
  - B. Bill of lading number in Entry#/Waybill field



Place a dash '-' between the SCAC (Standard Carrier Alpha Code) and the number, or cut and paste the code and number from the ATS database.

- C. Arrival date is optional. If blank, PIN-Ops will retrieve the most recent bill specified in 2.B.
3. Click on the ATS Information button. If there is a match, a warning will appear explaining that . . . have up to 20 days to update data. [click ok or press enter?]
4. Some data fields will be filled automatically if the cargo exists in the ATS database: Conveyance License Number, Vessel Name, Origin Country, Quantity, Units, Pathway, Risk, Containers, Desc, Pieces, and data fields on the Items tab).

---

HINT: On the Items tab, in the Description data field, it will state: 'ATS insert (see remarks)'. In the Remarks will be a description of the items as they are in the ATS database.

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HINT: In practice, a hold sheet can be generated based on the ATS description in Remarks. After inspection, then the results and correct PPQ commodity must be selected to replace 'ATS insert' in Description.

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5. Type or select a commodity for the Description data field that best describes the commodity.

6. Verify that the Ats Record check box is checked and a date has been filled in the Entry File Date data field on the Cargo screen. These data fields are automatically filled in from the ATS database and cannot be changed in PIN-Ops.

## Mandatory Data Fields

Fill in the mandatory data fields to save a record.

Refer to **Figure 2-7-1** followed by a list and description of the mandatory data fields.

Record: 1/1      List of Valu...      <OSC>

**FIGURE 2-7-1: Mandatory Data Fields for Maritime Cargo**

1. **Work Unit**
2. **Entry #/Waybill**
3. **Arrival Date**
4. **Conveyance License Num**
5. **Origin Country**
6. **Dest Country**
7. **Pay Type**
8. **Qty, Units**
9. **Pathway**

**10. Risk**

**11. Activated**

**Work Unit**

**[AQIM Mandatory]** Type or select the 5-letter code set up for the main work unit, sub work unit, or inspection point.

**Entry #/Waybill**

**[AQIM Mandatory]** Type the bill of lading number. This data field can be filled with any identification number used for entry and tracking.

---

HINT: This field is part of a group of unique fields for the Cargo screen, which prevents duplicating records.

---

**Arrival Date**

If the current date automatically filled in by PIN-Ops is not the correct arrival date, then type the estimated arrival date of the vessel. Use this field to associate cargo to the vessel.

---

HINT: This field is part of a group of unique fields for the Cargo screen, which prevents duplicating records.

---

**Conveyance  
License Num**

Defaults to \*. Only type container number if holding cargo by container following local procedures.

**Origin Country**

**[AQIM Mandatory]** Type the foreign country from where the carrier received the cargo.

---

HINT: Record origin country of individual items on the **Items Tab**.

---

**Dest Country**

Defaults to USA. Only type or select the destination country for transiting cargo.

**Pay Type**

Defaults to REG or automatically filled based on a local carriers list. If not, type or select the type of time used for the inspection if other than regular time.

Pay Type:	Pay Type Code:
Overtime	GOT
Regular time	REG
Reimbursable overtime	ROT

**Qty, Units**

**[AQIM Mandatory]** Type the amount of the cargo. Type or select the unit of measure based on local preferences.

---

HINT: When recording fractions of weight, include the decimal point. The database allows for 2 decimal places with 12 digits to the left of the decimal (e.g., 100,000,000,000.00).

---

---

HINT: Record quantity and units of individual items on the **Items Tab**.

---

Unit of Measure:	Units Code:
Cubic meters	CM
Count of the number of pieces or items	CT
Kilogram	KG
Propagated units	PU
Square meters	SM
Stems	ST

## Pathway

Type M or select Maritime from the lookup.

## Risk

Automatically filled based on a local carriers list. If not, type or select a risk code locally established for the cargo.

---

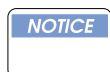
HINT: This is an estimated risk level that may need adjusting based on inspection results.

---

Risk Level:	Select the risk code:
High	HIGH
Low	LOW
Medium	MEDIUM

## Activated

Defaults to yes. Deselect the check to deactivate the record.



Deactivating a record will prevent it from being included in reporting, but will not delete it from the database.

## Pathway Data Fields

Fill in the pathway data fields for national reporting needs covering maritime cargo.

Refer to **Figure 2-7-2** followed by a list and description of the pathway data fields for maritime cargo.

**FIGURE 2-7-2: Pathway Data Fields for Maritime Cargo**

1. **Vessel Name**
2. **Voyage Num**
3. **Paper Clear**
4. **Desc**
5. **CITES Num**
6. **Port of Lading Code**
7. **Referred To**
8. **Manifested As**
9. **AMS Hold**

### **Vessel Name**

**[AQIM Mandatory]** Type name of vessel.

### **Voyage Num**

Type voyage number of vessel.

### **Paper Clear**

Check the box for cargo that can be cleared based on required documents; leave the box blank for cargo that will require physical inspection.

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EXAMPLE: Animal products are examples of cargo that is cleared based on certification.

---

**Desc**

**[AQIM Mandatory]** Type or select the general category of the cargo, such as, fruits and vegetables, seeds, propagative. These broad categories have been nationally established for reporting purposes.

---

HINT: This data field is associated with the General Cargo Descriptions, which is available on the Seagate Info Desktop for downloading and printing.

---

Go to the **Items Tab** to further describe the cargo.

---

EXAMPLE: In Desc, type or select fruits and vegetables. Then on the Items tab, type all the fruits and vegetables included on the bill of lading as separate commodities, such as, lemons, oranges, and cucumbers.

---

**CITES Num**

Type CITES number from accompanying documents for propagative material identified as endangered species. This number is associated with the bill of lading.

**Port of Lading Code**

Type or select 5-6 number code representing the port of lading (where the cargo was loaded on to the vessel) established by Schedule D from U.S. Customs. [StarTeam822. Not Schedule D; using a list copied from ATS; does not use a number code.]

**Referred To**

Type or select the name of another Agency, if the cargo is referred.

Agency:	Agency Referred To Code:
Agricultural Marketing Service	AMS
Border Patrol	BP
Customs Service	Customs
Department of Transportation	DOT
Environmental Protection Agency	EPA
Food and Drug Agency	FDA
Food Safety and Inspection Service	FSIS
Fish and Wildlife Services	FWS
Immigrations and Naturalization Service	INS
State Agency	State
APHIS Veterinary Services	VS



**Manifested As** **[AQIM Mandatory]** Type how the cargo is described on the bill of lading, such as, fruits and vegetables, seeds, propagative material.

Go to the **Items Tab** to list each item of the cargo.

---

EXAMPLE: In Manifested As, type fruits and vegetables. Then on the Items tab, type all the fruits and vegetables included on the bill of lading as separate commodities, such as, lemons, oranges, and cucumbers.

---

**AMS Hold** Automatically filled with HELD if this is an AMS carrier created on a local carriers list. If not an AMS carrier, the field is blank.

**ATS Record** Automatically checked if data was filled in from ATS database. If not, the field is blank.

**Entry File Date** Automatically filled from ATS that is the date the broker or importer submitted entry to ABI and has 5 days to field an entry summary. The date is for reference only; it cannot be changed.

### **Local Data Fields**

Fill in the local data fields for regional, state, and local reporting needs.

Refer to **Figure 2-7-3** followed by a list and description of the local data fields.

**FIGURE 2-7-3: Local Data Fields for Maritime Cargo**

- 1. House Waybill**
- 2. Com Carrier**
- 3. Held By**
- 4. Pieces**
- 5. Cargo Loc**
- 6. Insp Area**
- 7. Remarks**
- 8. User Defined Data Button**

### House Waybill

Type a sub bill of lading number, if applicable. This number is subordinate to the bill of lading and used for consolidated cargo.

**HINT:** Use this field to record cargo arriving on multiple conveyances, or that is otherwise split for any reason. Use the same bill of lading for each record, but fill in a sub bill of lading number for each partial shipment. Operationally, this action allows different officers to hold, inspect, and release each part; and it allows for separate information to be recorded for each part.

---

HINT: This field is part of a group of unique fields for the Cargo screen, which prevents duplicating records.

---

**Com Carrier**

**[AQIM Mandatory]** Automatically filled based on a local carriers list. If not, type carrier name. Use this field to associate the cargo to a carrier.

---

HINT: If the vessel information was filled in on Carrier records, some fields on this screen are automatically filled such as Risk and Pay Type. Note that some fields may need modifying. To create a list of carriers for your main work unit, see Chapter 4, [Local Carriers List](#).

---

**Held By**

Type the badge number of the officer who placed the hold on the cargo. For local use only if there is the need to know who held the cargo.

**Pieces**

Type the total number of pieces included in the cargo, such as boxes. This field is for local use to help know what is present.

**Cargo Loc**

Type or select where the cargo is being physically stored, if needed locally.

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HINT: To set up a list of cargo locations, see Chapter 4, [Cargo Locations List](#).

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**Insp Area**

Automatically filled based on local carrier list. The inspection areas are assigned to carriers listed on a local carriers list, from the data field: cargo inspection area.

---

HINT: This field is for local use to help know where the cargo is being held for inspection, such as warehouses, docks, cold storage areas. To assign inspection areas to carriers, see Chapter 4, [Local Carriers List](#).

---

**Remarks**

Type additional operational information that has not been previously recorded that will help facilitate processing the cargo.

---

HINT: If data was retrieved from ATS and there were mismatches, the information will be this field.

---

**User Defined  
Data Button**

Goes to user-defined fields for the Cargo screen if any were created by the main work unit. These data fields are only for local or State-wide use.

---

HINT: To create user-defined fields, see Chapter 4, **User Defined Data Fields**.

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## Broker Tab

**[AQIM Mandatory]** Documents the consignee, broker, and shipper as a company or as a private person.

Refer to **Figure 2-7-4** followed by a list and description of the data fields on the Broker tab.

The fields on the Broker tab are lookups (lists). These lists are created, maintained, and shared by all work locations using PIN-Ops. The information for a company or private person should have been collected and put in to PIN-Ops only once. After filling in companies and private persons, the names will always appear in the list for easy selection and data entry.

See Chapter 4, **Nationwide Reference Lists**.

---

HINT: When retrieving data from ATS, matching broker information will automatically fill data fields on the Broker tab. If there is not a match, ATS data will be filled in Remarks on the Cargo screen, which will have to be typed in the data fields on the Broker tab.

---

The screenshot shows the 'Broker' tab in a software interface. At the top are tabs for 'Inspection', 'Broker', 'Items', 'Containers', and 'AQIM'. The 'Broker' tab is selected. Below the tabs are several data entry fields, each with a left-pointing arrow and a number: 'Consignee Company' (1), 'Consignee Person' (3), 'Broker Company' (5), 'Broker Person' (7), 'Shipper Company' (9), 'Phone' (2), 'Identification' (4), 'Phone' (6), 'Identification' (8), and 'Phone' (10). To the right of these fields are three groups of buttons labeled 'Company Info' and 'Person'. An arrow labeled '11' points to the 'Company Info' button for the 'Shipper' section.

**FIGURE 2-7-4: Broker Tab Data Fields for Maritime Cargo**

1. **Consignee Company**
2. **Phone**
3. **Consignee Person**
4. **Identification**
5. **Broker Company**
6. **Phone**

	<b>7. Broker Person</b>
	<b>8. Identification</b>
	<b>9. Shipper Company</b>
	<b>10. Phone</b>
	<b>11. Company Info and Person Buttons</b>
<b>Consignee Company</b>	<p><b>[AQIM Mandatory]</b> Select from the national reference list.</p> <p>If the company does not appear in the list, press the Company Info button. This action will open a Company screen where you add the company to the national reference list.</p>
<b>Phone</b>	Automatically filled based on Consignee Company data field.
<b>Consignee Person</b>	<p><b>[AQIM Mandatory]</b> Select from the nationwide reference list.</p> <p>If the person does not appear in the list, press the Person button. This action will open a Private Person screen where you add the person to the nationwide reference list.</p>
<b>Identification</b>	Automatically filled based on Consignee Person data field.
<b>Broker Company</b>	<p>Select from the nationwide reference list.</p> <p>If the company does not appear in the list, press the Company Info button. This action will open a Company screen where you add the company to the nationwide reference list.</p>
<b>Phone</b>	Automatically filled based on Broker Company data field.
<b>Broker Person</b>	<p>Select from the nationwide reference list.</p> <p>If the person does not appear in the list, press the Person button. This action will open a Private Person screen where you add the person to the nationwide reference list.</p>
<b>Identification</b>	Automatically filled based on Broker Person data field.
<b>Shipper Company</b>	<p>Select from the nationwide reference list.</p> <p>If the company does not appear in the list, press the Company Info button. This action will open a Company screen where you add the company to the nationwide reference list.</p>
<b>Phone</b>	Automatically filled based on Shipper data field.
<b>Company Info and Person Buttons</b>	Goes to the Company screen or Private Person screen to add the company, consignee, broker, or shipper to the nationwide reference lists.

## Items Tab

This tab provides a place to further document and describe the cargo from the Desc data field, as well as its packing material and disposition.

Refer to **Figure 2-7-5** followed by a list and description of the data fields on the Items tab.

---

HINT: Each Cargo record should have at least one item recorded on the Items Tab.

---

Most items can be recorded on the Items tab; but, when additional information is required because pests or contaminants are found or history of disposition will be tracked; use the Safeguard Items screen. Once preliminary information is recorded on the Items tab and is saved to records, click the Show SG Items button at the top of the Cargo screen to go to a Safeguard Units screen. The data filled in on the Items tab will populate the Safeguard Units screen.

Safeguard Type	Description	Sub Type	Commdity Sub Type	Packing Type	Origin	Qty	Unit	Disposition	Remarks
1	2	3	4	5	6	7	8		9

First Record Page Up Page Down Last Record Refresh

**FIGURE 2-7-5: Items Tab Data Fields for Maritime Cargo**

1. **Safeguard Type**
2. **Description**
3. **Sub Type**
4. **Commdity Sub Type**
5. **Packing Type**
6. **Origin**
7. **Qty**
8. **Units**
9. **Remarks**
10. **Activated**

**Safeguard Type** Select from a lookup of safeguard types. If the commodity is not listed, type TB and type details in Remarks.

---

HINT: Fill in Safeguard Type before Description. This action filters the list of descriptions. The data fields: Safeguard Type, Description, Subtype, and Commdity Sub Type are connected in one, long table of PIN-Ops. Selecting the safeguard type first helps to narrow the scope of searching more than 70,000 descriptions.

---

**Description** **[AQIM Mandatory]** Type or select a description that best describes the commodity. For propagative material, scientific names are in the lookup.

---

HINT: This data field is associated with the PPQ Commodity List, which is available on the Seagate Info Desktop for downloading and printing.

---

---

HINT: Once the description is filled, the data fields Sub Type and Commdity Sub Type are automatically filled.

---

---

HINT: When retrieving data from ATS, this field will state: ATS insert (see remarks). In the Remarks will be a description of the item as it was in the ATS database. After inspection the correct PPQ commodity must be selected to replace 'ATS insert.'

---



This is an important field because it specifically describes the safeguard items. If the item is not on the list, contact the database manager through normal channels to have the item added.

**Sub Type** Automatically filled based on the Description data field.

**Commdity Sub Type** Automatically filled based on the Description data field.

**Packing Type** Type or select the packing type code.

Packing Type:	Packing Type Code:
Cardboard	Cardboard
Foam	Foam
Glass	Glass
Metal	Metal
No paper used	None
Paper	Paper
Plastic	Plastic
Solid Wood Packing - Crating	SWP_Crating
Solid Wood Packing - Dunnage	SWP_Dunnage
Solid Wood Packing - Other	SWP_Other
Solid Wood Packing - Pallet	SWP_Pallet
Straw	Straw

## Origin

Automatically filled from the data field Origin Country on the top half of the cargo screen. Type the correct origin of each item if it is different from the origin country typed at the top.



Make sure each item has the correct origin country.

## Qty

Type amount of each item.

HINT: When recording fractions of weight, include the decimal point. The database allows for 2 decimal places with 12 digits to the left of the decimal (e.g., 100,000,000,000.00).

## Units

Type or select the unit of measure of each item based on local preferences.

Unit of Measure:	Units Code:
Cubic meters	CM
Count of the number of pieces or items	CT
Kilogram	KG
Propagated units	PU
Square meters	SM
Stems	ST

## Remarks

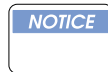
Type additional operational information that has not been previously recorded that will help facilitate processing the cargo.



HINT: When retrieving data from the ATS database and there is no match, the ATS data will be stored in this field. Ctrl+E opens the editor window to read the data filled in from the ATS database.

## Activated

Defaults to yes. Deselect the check to deactivate the record.



Deactivating a record will prevent it from being included in reporting, but will not delete it from the database.

## Containers Tab

Provides unlimited space for identifying and listing containers for local operational use. Only completed for containers that are held.

Refer to **Figure 2-7-6** followed by a list and description of the data fields on the Containers tab.

A screenshot of a software application window showing the 'Containers' tab. The window has a menu bar with 'Inspection', 'Broker', 'Items', 'Containers', and 'AQIM'. Below the menu bar is a table with the following columns: 'Contr Num', 'Hold', 'Trt Req', 'Release Date', 'T E Number', 'Remarks', and 'Activated'. The 'Contr Num' column has a list of numbers 1 through 5. The 'Hold' column has checkboxes, with the first one checked. The 'Trt Req' column has checkboxes, with the first one checked. The 'Release Date' column is empty. The 'T E Number' column is empty. The 'Remarks' column has a list of numbers 1 through 5. The 'Activated' column has checkboxes, with the first one checked. The table is highlighted in yellow. Below the table are buttons for 'First Record', 'Page Up', 'Page Down', and 'Last Record'.

**FIGURE 2-7-6: Containers Tab Data Fields for Maritime Cargo**

1. **Contr Num**
2. **Hold**
3. **Trt Req**
4. **Remarks**
5. **Activated**

## Contr Num

Type in the container number. When retrieving data from ATS, the container numbers are automatically filled in.

## Hold

Check the box to place a hold on the container; leave the box blank if not.

## Trt Req

Check the box if treatment is required; leave the box blank if not.

**Remarks** Type additional operational information that has not been previously recorded that will help facilitate processing the cargo.

**Activated** Defaults to yes. Deselect the check to deactivate the record.



Deactivating a record will prevent it from being included in reporting, but will not delete it from the database.

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## Generate a Hold Sheet

### ATS

#### Seagate Analysis Reporting Tool

Generate a hold sheet using the reporting tool for PIN-Ops.

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## Enter Inspection Results and Final Action for Maritime Cargo

After inspecting the cargo:

1. Retrieve its cargo record.

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HINT: For retrieving records, see Chapter 1, Navigating PIN-Ops.

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2. Review record and update incorrect fields.
3. Fill in the inspection results and final disposition required for tracking and reporting needs. Refer to:
  - A. **Main Data Fields**
  - B. **Inspection Tab**
  - C. **Items Tab**
  - D. **AQIM Tab**



If this is an AQIM monitoring sample, in addition to filling in Mandatory Data Fields, Pathway Data Fields, and data fields on the Broker Tab and Containers Tab; fill in data fields highlighted as **[AQIM Mandatory]** under:

1. **Main Data Fields**
2. **Inspection Tab**
3. **Items Tab**
4. **AQIM Tab**

## Main Data Fields

Fill in the main data fields on the top of the cargo screen based on inspection results and final disposition.

Refer to **Figure 2-7-7** followed by a list and description of the main data fields for maritime cargo after inspection.

**FIGURE 2-7-7: Main Data Fields for Maritime Cargo After Inspection**

1. **Disposition**
2. **Dest State**
3. **Inspection Category**
4. **Mismanifested/Smuggled**
5. **AQIM Sample**

**Disposition**      Type or select from the list of codes.

---

HINT: If final disposition is made by bill of lading, then record the disposition code here. If the final disposition is made by commodity or item, then record the disposition code on the **Items Tab**.

---

If the result of inspection is that the item:	And the action is:	The disposition code is:	Fill in data fields on the:
Met entry requirements	Release	IRMR	1. <b>Inspection Tab</b> 2. <b>Items Tab</b> , if reporting details of cargo 3. <b>Release Hold</b>
Entered in accordance with a Departmental Permit	Allow movement as specified on the permit	DPRP	1. <b>Inspection Tab</b> 2. <b>Items Tab</b> 3. <b>Safeguard Items</b> screen and tabs 4. <b>Release Hold</b>

If the result of inspection is that the item:	And the action is:	The disposition code is:	Fill in data fields on the:
Is found with actionable pests	Destroy items	DEAP	1. Type EAN Date on the Cargo screen 2. <a href="#">Inspection Tab</a> 3. <a href="#">Items Tab</a> 4. <a href="#">Safeguard Items</a> screen and tabs 5. <a href="#">Release Hold</a>
	Treat items	FUAP	1. Type EAN Data on the Cargo screen 2. <a href="#">Inspection Tab</a> 3. Check Trt Req on the <a href="#">Items Tab</a> if held by item or on the <a href="#">Containers Tab</a> if held by container 4. <a href="#">Safeguard Items</a> screen and tabs 5. <a href="#">Treatments</a> screen 6. <a href="#">Release Hold</a>
	Other action to meet entry requirements	OTAP	1. Type EAN Date on the Cargo screen 2. <a href="#">Inspection Tab</a> 3. <a href="#">Items Tab</a> 4. <a href="#">Safeguard Items</a> screen and tabs 5. <a href="#">Release Hold</a>
	Reexport to country of origin	RXAP	
Is found contaminated with non-enterable items such as, citrus leaves, soil, blood, manure, or noxious weed seeds	Destroy items	DEPC	1. Type EAN Data on the Cargo screen 2. <a href="#">Inspection Tab</a> 3. Check Trt Req on the <a href="#">Items Tab</a> if held by item or on the <a href="#">Containers Tab</a> if held by container 4. <a href="#">Safeguard Items</a> screen and tabs 5. <a href="#">Treatments</a> screen 6. <a href="#">Release Hold</a>
	Treat items	FUPC	
	Other action to meet entry requirements	OTPC	1. Type EAN Date on the Cargo screen 2. Check Mismatched/Smuggled on the Cargo screen if so 3. <a href="#">Inspection Tab</a> 4. <a href="#">Items Tab</a> 5. <a href="#">Safeguard Items</a> screen and tabs 6. <a href="#">Release Hold</a>
	Reexport to country of origin	RXPC	
Is prohibited (includes mismanifested/smuggled items)	Destroy items	DEPP	4. <a href="#">Items Tab</a> 5. <a href="#">Safeguard Items</a> screen and tabs 6. <a href="#">Release Hold</a>
	Reexport to country of origin	RXPP	

If the result of inspection is that the item:	And the action is:	The disposition code is:	Fill in data fields on the:
Needs a precautionary measure to meet entry requirements	Treat items	FUPT	1. Type EAN Data on the Cargo screen 2. <b>Inspection Tab</b> 3. Check Trt Req on the <b>Items Tab</b> if held by item or on the <b>Containers Tab</b> if held by container 4. <b>Safeguard Items</b> screen and tabs 5. <b>Treatments</b> screen 6. <b>Release Hold</b>
	Allow movement to U.S. cold treatment facility	CTPT	1. Type . . . on the Cargo screen 2. <b>Inspection Tab</b> 3. <b>Items Tab</b> 4. <b>Safeguard Items</b> screen and tabs 5. <b>Release Hold</b>
Requires mandatory treatment under regulation to meet entry requirements, i.e., precautionary heat treatment of raw lumber	Treat items	OTPT	1. Type EAN Data on the Cargo screen 2. Check Trt Req on the <b>Items Tab</b> if held by item or on the <b>Containers Tab</b> if held by container 3. <b>Safeguard Items</b> screen and tabs 4. <b>Treatments</b> screen 5. <b>Release Hold</b>
Left without authorization	Unauthorized movement	UAMC	1. [?]
Is found with pests	Hold	HDPS	1. <b>Inspection Tab</b> 2. <b>Items Tab</b> 3. <b>Safeguard Items</b> screen and tabs 4. Maintain hold
Requires an invoice	Hold	HDIN	
Requires a permit	Hold	HDNP	
Requires an importer statement	Hold	HDST	

## Dest State

**[AQIM Mandatory]** Type or select the 2-letter postal code for the destination State, for tracking purposes when item is prohibited or infested.

## Inspection Category

Defaults to Normal. Type or select the inspection category code.

Category of inspection:	Inspection Category Code:
Normal inspection	Normal
A complete interagency inspection	Interagency Blitz
A complete PPQ inspection	PPQ Blitz
A complete PPQ inspection done as part of SITC	Blitz/SITC
Inspection done only for SITC needs	SITC

## Mismanifested/Smuggled

Check the box for yes; leave the box blank for no.

If yes, record details of the items on the **Items Tab**.

## AQIM Sample

**[AQIM Mandatory]** Check the box if this record is documenting an AQI monitoring sample.

## Inspection Tab

Identifies the inspector and the date, time, and duration of the inspection.

Refer to [Figure 2-7-8](#) followed by a list and description of the data fields on the Inspection tab.

Field Number	Field Name
1	Inspected By
2	Inspn Date
3	Inspection Time
4	Inspection End time
5	Inspn End Date
6	Time Minutes
7	SWP Found
8	SWP Type
9	SWP % Inspected
10	SWP Bark Found
11	SWP Trt Cert

**FIGURE 2-7-8: Inspection Tab Data Fields for Maritime Cargo**

1. **Inspected By**
2. **Inspn Date**
3. **Inspection Time**
4. **Inspection End Time**
5. **Inspn End Date**
6. **Time Minutes**
7. **SWP Found**
8. **SWP Type**
9. **SWP% Inspected**
10. **SWP Bark Found**
11. **SWP Trt Cert**

## Inspected By

**[AQIM Mandatory]** Type or select the badge number of the officer who inspected the cargo. For local use only if there is the need to know who inspected the cargo.

## Inspn Date

**[AQIM Mandatory]** Type date when the cargo was inspected.

## Inspection Time

Type time the inspection began using the 24-hour format, e.g., type 1500 for 3:00 pm.

**Inspection End Time** Type time the inspection ended using the 24-hour format, e.g., type 1500 for 3:00 pm.

**Inspn End Date** Type date inspection ended.

**Time Minutes** Type duration of the inspection in minutes.

**SWP Found** **[AQIM Mandatory]** Check the box if solid wood packing is present; leave the box blank if not.

**SWP Type** **[AQIM Mandatory]** Type or select type of solid wood packing.

Solid Wood Packing Type:	SWP Type Code:
Crating	SWP_Crating
Dunnage	SWP_Dunnage
All other	SWP_Other
Pallet	SWP_Pallet

**SWP% Inspected** **[AQIM Mandatory]** Percent of solid wood packing that was inspection.

**SWP Bark Found** **[AQIM Mandatory]** Check the box if bark was found on solid wood packing; leave the box blank if not.

**SWP Trt Cert** **[AQIM Mandatory]** Check the box if a certificate for fumigation or other treatment of solid wood packing is present; leave the box blank if not.

### Items Tab

If not previously done, fill in the following information on the Items tab of the Cargo screen to further describe the items that have been found to be regulated, infested, or contaminated, as well as its packing material and disposition.

Refer to **Figure 2-7-9** followed by a list and description of the data fields for the Items tab.

---

HINT: Each Cargo record should have at least one item recorded on the Items Tab.

---

Most items can be recorded on the Items tab; but, when additional information is required because pests or contaminants are found or history of disposition will be tracked; use the Safeguard Items screen. Once preliminary information is recorded on the Items tab and is



saved to records, click the Show SG Items button at the top of the Cargo screen to go to a Safeguard Units screen. The data filled in on the Items tab will populate the Safeguard Units screen.

**FIGURE 2-7-9: Items Tab Data Fields for Maritime Cargo After Inspection**

1. **Safeguard Type**
2. **Description**
3. **Sub Type**
4. **Commdity Sub Type**
5. **Packing Type**
6. **Origin**
7. **Qty**
8. **Units**
9. **Disposition**
10. **Trt Req**
11. **Remarks**
12. **Activated**

### **Safeguard Type**

Select from a list of safeguard types. If the commodity is not listed, type TB and type details in Remarks.

HINT: Fill in Safeguard Type before Description. This action filters the list of descriptions. The data fields: Safeguard Type, Description, Sub Type, and Commdity Sub Type are connected in one, long table of PIN-Ops. Selecting the safeguard type first helps to narrow the scope of searching more than 70,000 descriptions.

### **Description**

**[AQIM Mandatory]** Type or select a description that best describes the commodity. For propagative material, scientific names are in the lookup.

---

HINT: When retrieving data from ATS, this field will state: ATS insert (see remarks). After inspection, select the correct PPQ commodity to replace 'ATS insert.'

---

---

HINT: This data field is associated with the PPQ Commodity List, which is available on the Seagate Info Desktop for downloading and printing.

---

---

HINT: Once the Description is filled, the data fields Sub Type and Commodity Sub Type are automatically filled.

---



This is an important field because it specifically describes the safeguard items. If the item is not on the list, contact the database manager through normal channels to have the item added.

### Sub Type

Automatically filled based on the Description data field.

### Commodity Sub Type

Automatically filled based on the Description data field.

### Packing Type

Type or select the packing type code.

Packing Type:	Packing Type Code:
Cardboard	Cardboard
Foam	Foam
Glass	Glass
Metal	Metal
No paper used	None
Paper	Paper
Plastic	Plastic
Solid Wood Packing - Crating	SWP_Crating
Solid Wood Packing - Dunnage	SWP_Dunnage
Solid Wood Packing - Other	SWP_Other
Solid Wood Packing - Pallet	SWP_Pallet
Straw	Straw

### Origin

Automatically filled from the data field Origin Country on the top half of the cargo screen. Type the correct origin of each item if it is different from the origin country typed at the top.



Make sure each item has the correct origin country.

## Qty

Type amount of each item.

---

HINT: When recording fractions of weight, include the decimal point. The database allows for 2 decimal places with 12 digits to the left of the decimal (e.g., 100,000,000,000.00).

---

## Units

Type or select the unit of measure of each item based on local preferences.

Unit of Measure:	Units Code:
Cubic meters	CM
Count of the number of pieces or items	CT
Kilogram	KG
Propagated units	PU
Square meters	SM
Stems	ST

## Disposition

Type or select the disposition code for each item.

**Entering Data:** Maritime Cargo  
Enter Inspection Results and Final Action for Maritime Cargo

---

<b>If the result of inspection is that the item:</b>	<b>And the final action is:</b>	<b>The disposition code is:</b>	<b>Fill in data fields on the:</b>
Meet entry requirements	Release	IRMR	1. <a href="#">Inspection Tab</a> 2. <a href="#">Items Tab</a> , if reporting details of cargo 3. <a href="#">Release Hold</a>
Entered in accordance with a Departmental Permit	Allow movement as specified on the permit	DPRP	1. <a href="#">Inspection Tab</a> 2. <a href="#">Items Tab</a> 3. <a href="#">Safeguard Items</a> screen and tabs 4. <a href="#">Release Hold</a>

If the result of inspection is that the item:	And the final action is:	The disposition code is:	Fill in data fields on the:
Is found with actionable pests	Destroy items	DEAP	1. Type EAN Date on the Cargo screen 2. <a href="#">Inspection Tab</a> 3. <a href="#">Items Tab</a> 4. <a href="#">Safeguard Items</a> screen and tabs 5. <a href="#">Release Hold</a>
	Treat items	FUAP	1. Type EAN Data on the Cargo screen 2. <a href="#">Inspection Tab</a> 3. Check Trt Req on the <a href="#">Items Tab</a> if held by item or on the <a href="#">Containers Tab</a> if held by container 4. <a href="#">Safeguard Items</a> screen and tabs 5. <a href="#">Treatments</a> screen 6. <a href="#">Release Hold</a>
	Other action to meet entry requirements	OTAP	1. Type EAN Date on the Cargo screen 2. <a href="#">Inspection Tab</a> 3. <a href="#">Items Tab</a> 4. <a href="#">Safeguard Items</a> screen and tabs 5. <a href="#">Release Hold</a>
	Reexport to country of origin	RXAP	
Is found contaminated with non-enterable items such as, citrus leaves, soil, blood, manure, or noxious weed seeds	Destroy items	DEPC	1. Type EAN Data on the Cargo screen 2. <a href="#">Inspection Tab</a> 3. Check Trt Req on the <a href="#">Items Tab</a> if held by item or on the <a href="#">Containers Tab</a> if held by container 4. <a href="#">Safeguard Items</a> screen and tabs 5. <a href="#">Treatments</a> screen 6. <a href="#">Release Hold</a>
	Treat items	FUPC	
	Other action to meet entry requirements	OTPC	1. Type EAN Date on the Cargo screen 2. Check Mismatched/Smuggled on the Cargo screen if so 3. <a href="#">Inspection Tab</a> 4. <a href="#">Items Tab</a> 5. <a href="#">Safeguard Items</a> screen and tabs 6. <a href="#">Release Hold</a>
	Reexport to country of origin	RXPC	
Is prohibited (includes mismanifested/smuggled items)	Destroy items	DEPP	4. <a href="#">Items Tab</a> 5. <a href="#">Safeguard Items</a> screen and tabs 6. <a href="#">Release Hold</a>
	Reexport to country of origin	RXPP	

If the result of inspection is that the item:	And the final action is:	The disposition code is:	Fill in data fields on the:
Needs a precautionary measure to meet entry requirements	Treat items	FUPT	<ol style="list-style-type: none"> <li>1. Type EAN Data on the Cargo screen</li> <li>2. <b>Inspection Tab</b></li> <li>3. Check Trt Req on the <b>Items Tab</b> if held by item or on the <b>Containers Tab</b> if held by container</li> <li>4. <b>Safeguard Items</b> screen and tabs</li> <li>5. <b>Treatments</b> screen</li> <li>6. <b>Release Hold</b></li> </ol>
	Allow movement to U.S. cold treatment facility	CTPT	<ol style="list-style-type: none"> <li>1. Type . . . on the Cargo screen</li> <li>2. <b>Inspection Tab</b></li> <li>3. <b>Items Tab</b></li> <li>4. <b>Safeguard Items</b> screen and tabs</li> <li>5. <b>Release Hold</b></li> </ol>
Requires mandatory treatment under regulation to meet entry requirements, i.e., precautionary heat treatment of raw lumber	Treat items	OTPT	<ol style="list-style-type: none"> <li>1. Type EAN Data on the Cargo screen</li> <li>2. Check Trt Req on the <b>Items Tab</b> if held by item or on the <b>Containers Tab</b> if held by container</li> <li>3. <b>Safeguard Items</b> screen and tabs</li> <li>4. <b>Treatments</b> screen</li> <li>5. <b>Release Hold</b></li> </ol>

### Trt Req

Check the box if treatment is required; leave the box blank if treatment is not required.

Type preliminary identification results on the Pest Tab of the Safeguard Units screen; see **Safeguard Items**. Then, go to the Treatment screen from the Main Menu screen to record details of the treatment.

HINT: Only items that have been marked treatment required will be displayed on a list of items that can be associated with a treatment.

HINT: When these items are associated with a completed Treatment record, this data field on the Cargo record is automatically unchecked.

### Remarks

Type additional operational information that has not been previously recorded that will help facilitate processing the cargo.

### Activated

Defaults to yes. Deselect the check to deactivate the record.



Deactivating a record will prevent it from being included in reporting, but will not delete it from the database.

## AQIM Tab

**[AQIM Mandatory]** Fill in information when the land border cargo is an AQI monitoring sample. Refer to **Figure 2-7-10** followed by a list and description of the data fields on the AQIM tab. This information is in addition to AQIM Mandatory data fields elsewhere on the Cargo screen and its tabs.

HINT: The AQIM Tab is associated with the AQIM Sample check box on the top half of the Cargo screen.

The screenshot shows the AQIM tab interface with the following fields and callouts:

- 1. Conveyance Action Button
- 2. Stratum
- 3. Category
- 4. World Region
- 5. Refrigerated
- 6. Normally Inspected (checkbox)
- 7. Qty Inspected
- 8. Inspect Method
- 9. Intended Use
- 10. Pest Found
- 11. Contaminant Found
- 12. More Action Needed (checkbox)

FIGURE 2-7-10: AQIM Tab Data Fields for Maritime Cargo After Inspection

1. **Conveyance Action Button**
2. **Stratum**
3. **Category**
4. **World Region**
5. **Refrigerated**
6. **Normally Inspected**
7. **Qty Inspected**
8. **Inspect Method**
9. **Intended Use**
10. **Pest Found**
11. **Contaminant Found**
12. **More Action Needed**

### Stratum

Select stratum from a list of valid strata names.

<b>AQIM Strata:</b>	<b>Stratum Code:</b>
Non-reefer cargo - maritime	Non-reefer
Normally physically inspected by PPQ	NormInsp
Reefer cargo - maritime	Reefer

**Category** Type or select the cargo category.

<b>Cargo Category:</b>
Regulated
Unregulated

**World Region** Automatically filled; do not type anything.

**Refrigerated** Check the box if refrigerated; leave the box blank if not.

**Normally Inspected** Check the box for yes; leave the box blank for no.

[Does this field default to a check?]

**Qty Inspected** Type total number of boxes, cartons, bags, or other singular units of regulated cargo only that were actually inspected.

---

HINT: When recording fractions of weight, include the decimal point. The database allows for 2 decimal places with 12 digits to the left of the decimal (e.g., 100,000,000,000.00).

---

**Inspect Method** Select the method used to inspect the monitoring sample.

<b>AQIM Inspection Method:</b>	<b>Inspect Method Code:</b>
Observed entire contents (OEC)	Entire
Hypergeometric sample (HG)	Hyper
Observed partial contents (OPC)	Partial
Observed tailgate only (TGT)	Tailgate

**Intended Use** Type or select the intended use of the cargo for evaluating risk.

<b>Cargo Intended Use:</b>	<b>Intended Use Code:</b>
Manufacturing/Processing	M
Personal consumption	PC
Propagative	P
Unknown or could not determine	U
Wholesale/Retail	W



## Pest Found

Check the box if an actionable pest is found; leave the box blank if not.

HINT: If a pest is found, record details about the infested items on the **Items Tab** and the Safeguard Items screen and Pest Tab.

## Contaminant Found

Check the box if a contaminant is found; leave the box blank if not.

HINT: If a contaminant is found, record details about the contaminated items on the **Items Tab** and the Safeguard Items screen and Hosts/Contaminant Tab.

## More Action Needed

Check the box if the worksheet indicates that the cargo, cargo container, or cargo carrier requires additional action beyond normal inspection procedures; leave the box blank if not.

HINT: If the agricultural items were mismanifested or smuggled, check the Mismanifested/Smuggled box on the top half of the Cargo screen and record details of the items on the **Items Tab**.

## Conveyance Action Button

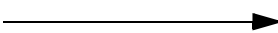
Goes to a Conveyance screen to fill in data about the conveyance linked to the AQI monitoring sample that requires more action, such as contamination found directly on the conveyance.

## Release Hold

### ATS

### PIN-Ops

Held cargo can be released using PIN-Ops in three ways.

If held by:	And releasing:	Then go to the:
Item		<b>Item Mass Release Screen</b>
Bill of lading or container	An individual cargo record	<b>Individual Cargo Record</b>
	Mass cargo records	<b>Cargo Mass Release Screen</b>

## Item Mass Release Screen

To release maritime cargo on an Item Mass Release screen:

1. From the Main Menu screen, select Items Release under AQI Operations Data. Refer to Figure 1-3-15 for an illustration of the Main Menu screen.
2. At the top of the Item Mass Release screen, select either Releasing Work Unit or Clearing Work Unit (your main work unit code).

Refer to **Figure 2-7-11**.

HINT: Notice under ‘Enter values to be inserted,’ that only the applicable data fields appear while the opposite data fields disappear.

The screenshot shows the 'Item Mass Release - (rev. 02/21/2001)' window. At the top, there's a 'Workunit' field and two buttons: 'Select Releasing Work Unit' and 'Select Clearing Work Unit'. Below these are 'Save', 'Done', and 'Cancel' buttons. A section titled 'Enter values to be inserted' contains fields for 'Inspected By', 'Date', 'Disposition', and 'Cargo Location'. The 'Disposition' field is highlighted in blue. Below this is the 'Item Release' section, which is a table with columns: 'Mark for Release', 'Waybill', 'House Waybill', 'Type', 'Commodity', 'Sub Type', 'Condition', 'Location', 'Remarks', 'Vessel Name', 'Voyage Number', and 'Arrival Date'. The 'Mark for Release' column has checkboxes. The 'Type' column has a blue highlight. At the bottom of the table are buttons: 'First Record', 'Page Up', 'Page Down', 'Last Record', 'Select All', and 'Deselect All'.

**FIGURE 2-7-11: Item Mass Release Screen**

3. Under **Item Release**, click in or tab to a field and fill in the appropriate data.

HINT: Safeguard Items records will not appear here if its data field, Released By, is filled.

HINT: Safeguard Items records will continue to appear here if they have not yet been released or cleared.

4. Release Safeguard Items records depending on whether you are releasing all the listed records or only some of them.

If you are releasing:	Then:
All listed records	<ol style="list-style-type: none"> <li>1. Click on Select All button at the bottom of the screen.</li> <li>2. Under 'Enter values to be inserted': type Released By, Date, and Disposition.</li> </ol>
Individual records	<ol style="list-style-type: none"> <li>1. Click in Mark for Release to the left of those item records. HINT: For bill of lading where more commodities are being released than held, click on the Select All button and then go back and unclick those commodities not being released.</li> <li>2. Type the Disposition for each selected item record.</li> <li>3. Under 'Enter values to be inserted': type Release By and Date.</li> </ol>

5. Save the record by pressing the Save button, Ctrl+S, or selecting Action>Save.

HINT: Disposition, Released By and Release Date are filled in on the related Safeguard Items records.

6. Press the Done button at the top of the screen.

HINT: The selected records for release will disappear from this screen.

HINT: When releasing by container, you must return to the Containers tab of the Cargo screen to deselect Hold from containers. [Do you have to also return to the SG Item tab to record the Disposition and the Safeguard Item record to record Inspected by and Released by? Or are these data fields populated when committing a Safeguard Item Mass Release record?]

## Individual Cargo Record

To release maritime cargo on an individual Cargo record:

1. Retrieve its Cargo record.

HINT: For retrieving records, see Chapter 1, Navigating PIN-Ops.

2. Fill in the data fields following Step 3.
3. Press the Save button, Ctrl + S, or select Action>Save.

## Released By

Type or select the badge number of the officer who released the cargo.



If not entered, the record will continue to show up on a hold sheet generated by PIN-Ops.

**Release Date** Type the date when the cargo was released.

---

HINT: If the cargo is held by bill of lading, then record the release date here. If the cargo is held by container, then go to the Containers tab to record the release date.

---

**Containers Tab** Release cargo held and recorded by container number on the Containers tab of the Cargo screen.

**Hold** Deselect the check box.

**Release Date** Type date container was released.

**Remarks** Type additional operational information that has not been previously recorded that will help future tracking and reporting purposes.

[Can you release containers recorded on Containers Tab from the Item Mass Release Screen?]

**Cargo Mass Release Screen** To release maritime cargo on a Cargo Mass Release screen:

1. From the Main Menu screen, select Cargo Release under AQI Operations Data.

Refer to Figure 1-3-15 for an illustration of the Main Menu screen.

2. At the top of the Cargo Mass Release screen, select either Releasing Work Unit or Clearing Work Unit (your main work unit code).

Refer to **Figure 2-7-12**.

---

HINT: Notice under 'Enter values to be inserted,' that only the applicable data fields appear while the opposite data fields disappear.

---

**FIGURE 2-7-12: Cargo Mass Release Screen**

- HINT: Click or tab in a field that will bring up the specific records to be released. For example, entering POCL-% selects all bill of lading on one carrier.

HINT: Cargo records will not appear here if its data field, Released By, is filled.

HINT: Cargo records will continue to appear here if they have not yet been released or cleared.

- 2-7-37

<b>If you are releasing:</b>	<b>Then:</b>
All listed records	<ol style="list-style-type: none"><li>1. Click on Select All button at the bottom of the screen.</li><li>2. Under 'Enter values to be inserted': type Released By, Date, and Disposition.</li></ol>
Individual records	<ol style="list-style-type: none"><li>1. Click in Mark for Release to the left of those records. HINT: Where more waybills are being released than held, click on the Select All button and then go back and unclick those records not being released.</li><li>2. Type the Disposition for each selected record.</li><li>3. Under 'Enter values to be inserted': type Release By and Date.</li></ol>

- 5.** Save the record by pressing the Save button, Ctrl+S, or selecting Action>Save.

---

HINT: Disposition, Released By and Release Date are filled in on the related Cargo records.

---

- 6.** Press the Done button at the top of the screen.

---

HINT: The records selected for release will disappear from this screen.

---